



Purchasing Update

...news you can use

State of Utah
Division of Purchasing
& General Services

Issue 2003-3

March 21, 2003

FISCAL YEAR END PROCEDURES FOR STATE AGENCIES

With the approaching fiscal year end, many state agencies are ready to make purchasing decisions that they may have prolonged until they are certain funding is available. We prefer to bid early; even though you may not be certain funding is available. It is easier for us to cancel a few bids than to rush requisitions through during the last few weeks of the year.

Our experience indicates that our workload is extremely heavy this time of year. The number of requisitions received by the Division of Purchasing doubles and often triples. This increased workload requires additional planning by you and other state agencies. The following procedures are designed to allow the Division of Purchasing to process both old and New Year purchases in an efficient manner. Please make every effort to adhere to these procedures.

1. Submit all current fiscal year requisitions to the Division of Purchasing by April 15, 2003. These requisitions are first priority.
2. Requisitions received after April 15th are second priority. The Division of Purchasing and General Services cannot guarantee that the procurement process will be completed and delivery made by fiscal year end.
3. Order releases on State contracts (PD, PA, MA, MC & AR) to be paid from "FY2003" funds need to be placed timely enough to ensure delivery by the end of business on June 30, 2003. Deliveries received after that date become obligations of "FY2004".

Please make a special effort to make year-end procurement orderly. As always, your cooperation is appreciated.

ELECTRONIC PURCHASE ORDERS

In an attempt to speed up the process of distributing purchase orders, the Division of Purchasing has decided to send copies electronically. A PDF copy of the purchase order is emailed to the vendor, as well as the contact persons in your agency. As many agencies have already seen, this new process speeds up the order tremendously.

EMAILING BID SOLICITATIONS

Effective April 15, 2003 we are changing our *Bid Notification* Service so that all bid notifications will be delivered to prospective bidders via email. Formerly suppliers could choose to receive bids via email, or US Mail. We are eliminating the US mail option and moving all bid notifications to email for several reasons: 1) email provides faster (immediate), verifiable delivery of bid notifications, and addendums; 2) budget cuts have required us to eliminate the personnel and postage expenses related to physically mailing out bid notifications; 3) Governor Leavitt has directed all state agencies to move our business functions on-line. When agencies have suggested sources that you would like to be notified of your bid solicitation please encourage the supplier to subscribe to the *Bid Notification* Service at www.purchasing.utah.gov. Alternatively, when you submit your RX you may send us suggested source's company names, email addresses and telephone numbers, and we will include them on the email distribution.

CONTINUOUS FORM COMPUTER PAPER

Statewide contract PD667 with Willamette Industries for continuous form computer paper expired on March 3, 2003. This contract was initiated through the Western States Contracting Alliance (WSCA). Due to the declining use of continuous form paper, the contract will not be extended. For future requirements, agencies should make purchases through one of the three office supply contracts including: Office Depot, MA142, Boise Office Products, MA1595; and Corporate Express, MA1596. Please compare costs with each of the three contractors to secure the best pricing available.



MICROSOFT LICENSING OPEN HOUSE

STATEWIDE CONTRACT AR1429

On March 27th from 11:30 AM to 1:30 PM, Microsoft and their statewide contract reseller Dell Marketing LP will sponsor and open house in room B110 of the State Office Building (basement). There will be a demo on Project 2002, a discussion on licenses along with pizza and drinks. Those involved with non-educational Microsoft or the procurement thereof through this statewide contract are invited to attend. Licensing questions will be answered although there are no new major licensing programs from Microsoft. Visitor parking is now located on the west side of the State Office Building with the entrance located on the south side of the building. To get a count for the food, please RSVP to Elaine Oaks at: eoks@utah.gov. We hope to see you there.

New Contracts

Title	Contract	Vendor	Effective Dates	Additional Information
Food Supplements	PD-1629	Sysco Intermountain Food Services Inc.	03/12/2003 through 03/11/2005	
Men's White Tube Socks	PD-1131	Leslee Scott Inc.	02/01/2003 through 01/31/2005	This is a new contract awarded to the same vendor.
Misc. Food Items	PD-1015	Nicholas and Company	03/15/2003 through 03/14/2005	Bid out and awarded to same vendor.
PTO Driven Rotary Mowers	PD-1628	Scott Machinery Company	03/13/2003 through 03/12/2005	

Extended Contracts

Title	Contract	Vendor	Extended Until	Additional Information
Cholesterol Testing Supplies	PA-703	MEDTEK	04/16/2004	Please note a price increase on item number 10-987 TC/HDL Cassettes.
Fax Machines, Consumable Supplies and Maintenance "Regional Coverage" Box Elder, Cache, Rich, Weber, Morgan, Tooele, Davis, Salt Lake, Summit, Utah, Morgan, Iron, airfield, Kane & Washington Counties	MA-1284	Brother International Corporation	02/14/2004	
Fax Machines, Consumable Supplies and Maintenance	MA-1282	Les Olson Company	02/11/2004	
Fax machines, Consumable Supplies and Maintenance "Regional Coverage"	MA-1285	The Copy Man, Inc.	02/14/2004	
Food – Canned Fruit, Vegetables, Juice and Misc.	PD-847	Livingston Distributing Company	03/15/2004	

Title	Contract	Vendor	Extended Until	Additional Information
Frozen Entrees and Juices	<u>PD-1160</u>	Nicholas & Company	03/14/2004	Please note changes to the price list.
On Site Office Paper Shredding	<u>PD-613</u>	Shred-it	04/30/2003	
Police Traffic Lidar (Radar) (Traffic Enforcement) and in Car Video System	<u>MA-1161</u>	Kustom Signal Inc.	03/15/2004	
Police Traffic Lidar (Radar) (Traffic Enforcement)	<u>MA-1162</u>	Applied Concepts, Inc.	03/15/2004	
Poly Bags	<u>PD-1297</u>	Waxie Sanitary Supply	02/08/2004	
Printing Of Business Cards	<u>PD-532</u>	Business Cards Tomorrow	02/27/2004	
Printing of Two to Five Part Forms	<u>PD-111</u>	Moore North America	01/16/2004	
Publications of Utah Administrative Code Books	<u>PD-934</u>	Lexis Nexis Matthew Bender and Co. Inc.	12/31/2005	
Shellcracker (Standard 12 Gauge, 2 3/4' Shotgun Shell, Explosive Pest Control D	<u>PA-956</u>	Stoneco Inc.	02/03/2004	Please note price increase.
Shredding and Recycling Off-Site	<u>PD-617</u>	Recall Secure Destruction Services Inc.	04/30/2003	
Speciality Books for the Visually and Hearing Impaired	<u>PA-696</u>	Perma Bound Books	03/14/2004	
Water Treatment Products	<u>MA-061</u>	Power Engineering Company Inc.	04/30/2003	
Water Treatment	<u>MA-038</u>	Watertech Inc.	04/30/2003	

Expired Contracts

Title	Contract	Vendor
Fax Machines, Consumable Supplies and Maintenance "Regional Coverage"	MA-1286	Automated Business Equipment
Fax Machines, Consumable Supplies and Maintenance "Regional Coverage"	MA-1288	Heath Typewriter Co.
Fax Machines, Consumable Supplies and Maintenance "Regional Coverage"	MA-1289	02/14/2003

Other Information

Title	Contract	Vendor	Additional Information
Ammunition	MA-137	Salt Lake Wholesale Sports	Please note change of vendor number and vendor name.
Blank Audio/Visual Duplicating Tapes	MA-1229	Media Right	Please note vendor number change on contract.
Cookies and Small Cakes (Little Debbie's)	PD-769	McKee Foods Corporation	Please note price increase on Sunbelt Multipacks.
Defibrillators	PD-1348	Cardiac Science Inc.	Please note change of company name, address, etc.
Dental Equipment and Supplies	MA-1321	J B Dental Supply Co.	Please note addition of service call.
Dental Equipment and Supplies	MA-592	Sullivan-Schein	Please note addition of service call.
Fax Machines, Consumable Supplies and Maintenance "Entire State Coverage"	MA-1281	Muratec America Inc.	Please note change of ordering address. The remittance address remains the same. Please note the Muratec Fax Model F-95E has been discontinued. It has been replaced by the Muratec F-110 Model. Also note, Digital Document Solutions has been added as an authorized servicing dealer.
Fertilizer Products and Grass Seed	PA-344	The Scotts Company	Please note new price list effective February 1, 2003.
Floor Products 3-M	MA-395	Hylon Koburn Chemicals Inc.	Please note there is a 3% increase on 203 price schedule effective 2/21/2003.
Food – Bakery Goods	PD-868	Sysco Intermountain Food Inc.	Please note some changes to price list and new contact person.
Freestanding Metal Furniture – File Cabinets, Credenzas, Desks and Chairs.	MA-1417	Midwest Office Supply	Please note addition of second contact person.
Industrial Paper Products, Food Service Related	PD-509	Nicholas & Company	Please note addition of pans to price list.
Milk	PD-1095	Meadow Gold Dairies Inc.	Please note price decreases effective 3/1/2003.
Police Traffic Lidar (Radar) (Traffic Enforcement)	MA-1162	Applied Concepts Inc.	Please note address change and deletion of In Car Video Systems.
Potato Chips, Corn Chips & Related Items	PD-567	Sysco Intermountain Food, Inc.	Please note cracker snacks have been discontinued.
Rental Car Services (Primary Contact)	MA-890	Alamo Rent A Car Inc.	This is a new contract with the same vendor but changed from a PD Contract to an MA Contract.
Rental Car Services (Secondary Contract)	MA-896	National Car Rental	This is a new contract with the same vendor but the PD has been changed to an MA Contract. Please see new pricing.

Title	Contract	Vendor	Additional Information
Second Market Food Products	<u>PA-614</u>	Good Source Inc.	Please note price increase on Frozen Bavarian Cream Filled Éclairs.
Steel Dump Bodies	<u>PD-1458</u>	Tesco Williamsen Inc.	Please note price increase.
Ten Wheel, Cab and Chassis Trucks (58,000 GVW) New	<u>PD-1460</u>	Sterling Trucks of Utah	Please note changes to contract.
10 Wheel Cab and Chassis truck (58,000 GVW)	<u>PD-606</u>	Lake City International	Please note changes to contract.
Procurement card Program	<u>AR-760</u>	US Bancorp Card Services Inc.	Please note new contact person for contract.
Trucks, Cab and Chassis (21,000 GVW)	<u>PD-1343</u>	Lake city International Trucks Inc.	Please note change to contract.
Trucks, Tractor, Tandum Axle, (54,000 GVW/Fifth Wheel for Heavy Equipment Haul)	<u>PD-1144</u>	Sterling Trucks of Utah	Please note changes on price list.
Vehicles, 2003 Chevrolet	<u>AR-307</u>	Young Chevrolet	Please note 2003 Model Year Cutoff Dates at end of contract.
Vehicles	<u>AR-1220</u>	Young Pontiac Cadillac GMC	Please note 2003 Model Year Order Cutoff Dates at end of contract.
Vehicles, 2003 Pontiac	<u>AR-1230</u>	Young Pontiac Cadillac GMC	Please note 2003 Model Year Order Cutoff Dates at end of contract.

If you have Purchasing Update questions, suggestions, or comments, please call Sue Hoskins at 538-3156 or send an Email to suehoskins@utah.gov

Please also visit the Division of Purchasing on the Internet at <http://www.purchasing.utah.gov> for additional information and past issues.